



DEPARTMENT OF THE NAVY

NAVAL HOSPITAL

BOX 788250

MARINE CORPS AIR GROUND COMBAT CENTER

TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 1040.6B

Code 0102

28 September 1998

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 1040.6B

From: Commanding Officer

Subj: OFFICER RETENTION PROGRAM

Ref: (a) OPNAVINST 1040.6A
(b) OPNAVINST 1040.8D
(c) NAVPERS 15878

Encl: (1) Officer Retention Program Counseling Sheet,
NAVHOSP29PALMS Form 1040/06 (New 10/94)

1. Purpose. To establish a formalized Officer Retention Program at this Command in accordance with references (a, (b) and (c).

2. Cancellation. NAVHOSP29PALMINST 1040.6A.

3. Background

a. The intent of the Navy's Retention Program is to attract and maintain qualified personnel by providing them the necessary assistance so that they can make informed decisions about their naval careers.

b. Individuals leave the Navy for a variety of personal reasons. However, many issues that are in the command's control impact on retention from the command's climate and leadership to job satisfaction and professional development.

4. Policy. The future of Navy Medicine will depend on the retention of qualified officers. It is the goal of this Command and Navy Medicine to afford all officers the opportunity to receive timely and accurate career advice and information. This will be accomplished through a formalized command Officer Retention Program.

5. Action

a. Executive Officer shall:

(1) Be appointed in writing by the Commanding Officer as the overseer of the command's Officer Retention Program.

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(2) Delegate to the Directors the responsibility to conduct and document interviews at the required intervals.

(3) Periodically assess the success of the program by reviewing the command's officer retention rates taking into consideration the member's reasons for separating.

(4) Solicit recommendations to improve officer retention and take corrective action where feasible.

b. Directors shall:

(1) Be responsible for ensuring a career counseling folder is established on each officer. Utilize enclosure (1) to document the counseling session to include the officer's career goals, training desired, etc.

(2) Establish a tickler system to ensure interviews are conducted at the required intervals. Reporting aboard, mid-tour, job-rotation and end of tour.

(3) Ensure members who are anticipating separation or have requested in writing to be separated are appropriately counseled.

(4) Ensure reasons for leaving the Navy are documented in the member's folder so that the command's program can be periodically reviewed for trends.

(5) Ensure all LCDR's and below separating from the Navy attend a formal Navy Reserve career information presentation.

c. Department Heads shall:

(1) Assist the Directors as deemed appropriate.

(2) Provide informal career advice and assistance.

(3) Encourage all officers under their cognizance to have an up-to-date duty preference card on file at all times.

d. Command Career Counselor shall assist the Directors in ensuring all separating officers attend training by providing separating members with the class dates and locations.

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6. New or Revised Forms. Officer Retention Program Counseling Sheet, NAVHOSP29PALMS Form 1040/06 (New 10/94), may be obtained through Central Files or on the command's home page.



J. M. HUBER

Distribution:
List A

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OFFICER RETENTION PROGRAM
COUNSELING SHEET

Name: _____ Rank: _____ SSN: _____

Date of Rank: _____ ADSD: _____ EAOS: _____

Date Reported: _____ PRD: _____

Department: _____ Telephone: _____

Type of Interview: _____ Date: _____

Conducted by: _____ Member's Signature: _____

I. Career Goals:

II. Training Desired:

III. Expectations:

IV. Significant Issues Discussed:

Enclosure (1)